

Comments and Recommendations

Assessment and Evaluation Staff

Comments:

25X9A2

1. During the survey, this Staff, with a basic T/O of [REDACTED] positions, was authorized a ceiling increase of two positions to compensate for certain additional requirements incident to the Junior Career Development program. Also, an entire testing element, consisting of six positions and the incumbents, was transferred from AD/P to OTR. This survey recommended the addition of one clerk/typist. Therefore, the recommended T/O is [REDACTED] positions. 25X9A2
2. The survey proposes no change in the mission or scope of this Staff, except the additional functions of the element mentioned above. The internal organization reflects a logical arrangement of the several basic activities of the Staff.
3. The Staff was using overtime clerical and typing help to process the paper work of the office. This workload will increase and its total justified the addition of one clerical position to the regular staff, in lieu of more expensive and less efficient overtime help.
4. Detailed position descriptions have been prepared by the Staff Chief for all regular positions. These clearly describe the responsibilities assigned to each person.

Recommendations: None.